

28 January 1981

MEMORANDUM FOR: Director of Data Processing  
THROUGH : Executive Officer  
25X1 FROM :   
Acting Chief, Management Staff, ODP  
SUBJECT : Management Staff Weekly Report for  
Week Ending 27 January 1981

Project Activity Report (PAR)

25X1 The December 1980 PAR has been verified, reproduced and disseminated and reflects the first quarter of FY 1981 ODP computer support. (U)

EXCOM Projects

A selected number of EXCOM projects have been priced out for FY 1981 through 1983. Those projects are:

CAMS	SUPPLYMAN
ALLSTAR	AVAD
OER SUPPORT	INT SAFE
MAD	AUTODIR
HRS	SATTORE
(U) <input type="text"/>	

1983 Current Program Level Requirements

25X1 The ODP response for the 1983 current level exercise will be submitted on the 29th of January as requested. There will not be any exceptions requested to the suggested inflation rates which will provide an additional \$2,172K to our non-personal service base. In addition, we will request adjustments to the Current level in order to support CAMS in 1983 at the same decision package level as was approved in 1982. Furthermore, we are requesting that the funding for user terminals be increased to the Austere level requested in 1982. (U)  (ODP only)

### Travel Changes

Effective 19 January 1981, American Airlines discontinued the discount fares to the west coast on tickets bought with a Government Travel Request (GTR). This followed a similar action by United Airlines effective 14 January 1981. With the discontinuance of these discounts, there is no advantage to using GTR's and B&F has returned all unused GTR's to Central Travel.

Most airlines still offer Super-Saver fares to the west coast but tickets must be bought at least 14 days in advance and the traveller must stay 7 days. Central Processing can give further guidance. Also, Western Airlines has 2 flights a day from National to the west coast for approximately \$290 round trip. There are no restrictions with regard to making reservations ahead or staying a certain number of days.

(U) [ ]

### Outstanding Advances

As of 16 January 1981, 44 advances remain outstanding, of which, none are delinquent. (U) [ ]

### Headquarters Regulations

ODP concurred on Draft F of [ ] Automatic Data Processing (ADP) Management. The Office of Communications has expressed dissatisfaction with the draft regulation and, it appears, will not concur. Since ODP is the lead office on [ ] Management Staff will be actively involved in future negotiations with OC, OL and other interested offices on the regulation. ODP also concurred, without comment, on Draft D of [ ] Establishment of a Central Register of Classification Review Actions on Permanent Record Information. (U) [ ]

### MBO's

The ODP DDA level MBO conference is scheduled for 2 February at 10:30 A. M. in Room 2D03, Headquarters. All ODP participants have been notified and the documentation and conference agenda have been forwarded to the DDA. At the conference, we will present one strategic objective, AIM. (Our other strategic objective, Message Handling Facility, which is joint with OC will be presented at their conference.) Under the new MBO conference format, only two operational objectives will be presented: CAMS and Office Automation/Word Processing. (U) [ ]

Office Procedures

The secretaries of Management Staff have devised a new method of identifying memos originated in Management Staff on the NBI word processor. Included in the originator line will be the name of the subject file created on the NBI disk. This eliminates confusion when locating the file, such as for updates, and improves office productivity. (U)

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Savings Bonds Tapes

Representatives of Operations Division, Production Division and the ODP Security Officer met with Treasury Department personnel to determine the procedure for Treasury processing of ODP-created Savings Bonds tapes. These procedures became a matter of concern when tapes for six pay periods were not returned by Treasury to the Agency. Although these tapes were unclassified, they did contain in excess of 1,000 names of overt Agency employees. It was determined that Treasury merges the data from the Agency tape with those of other agencies in order to form a government master tape. Agency association is not reflected on the master tape, which is forwarded to the Federal Reserve for further processing. In approximately thirty days, once the totals have been balanced and verified, the original ODP tapes should be returned to the Agency. During this thirty-day retention period the tapes are safeguarded at Treasury. Recently nine of the outstanding tapes were returned and Treasury has indicated they will expedite the return of the ODP tapes in the future. These procedures appear to be adequate. (U)

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